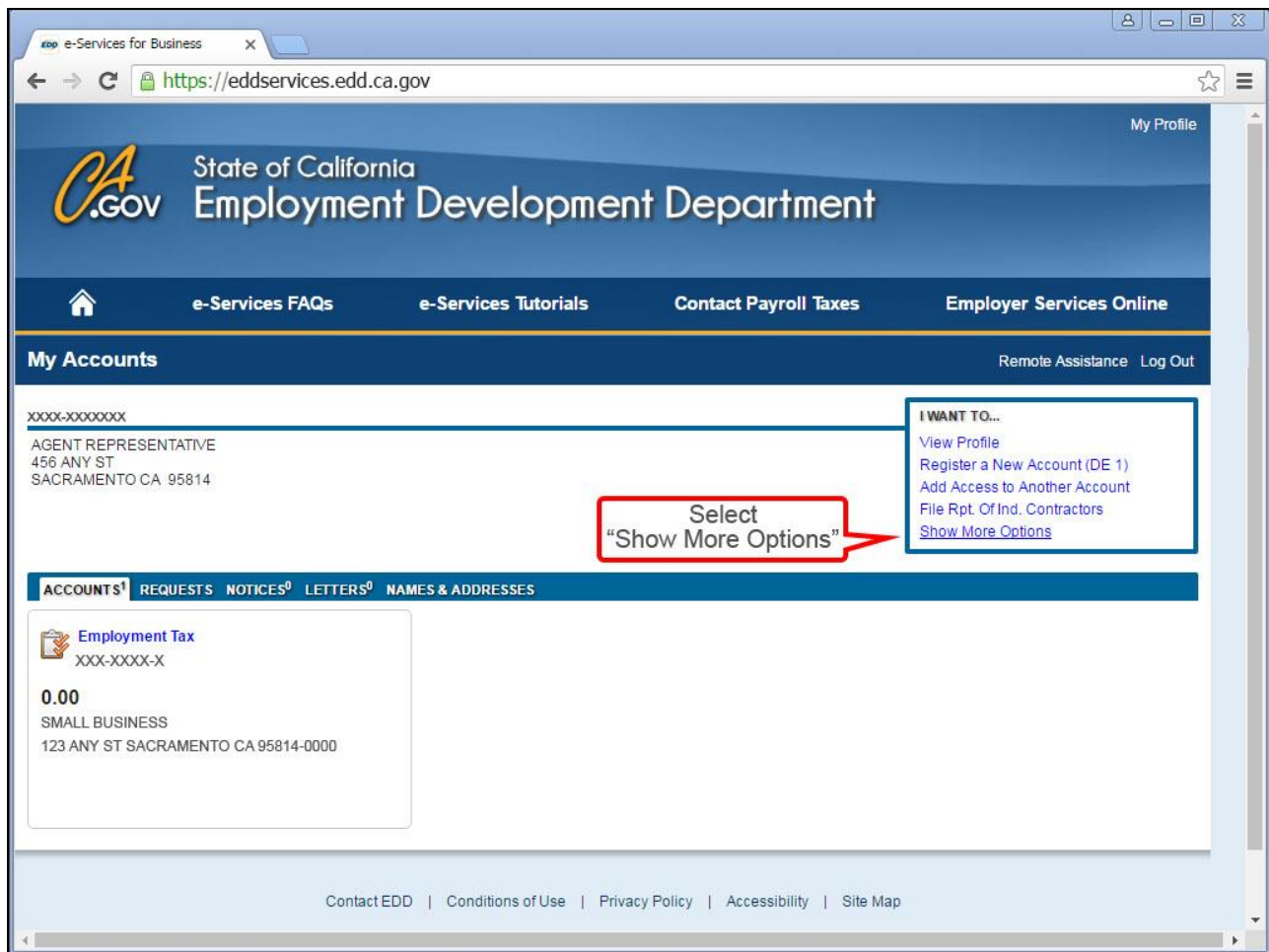

A large blue rectangular box with a thin black border, containing white text centered within it.

I Want to Get Bulk Rates or Attach a Return File

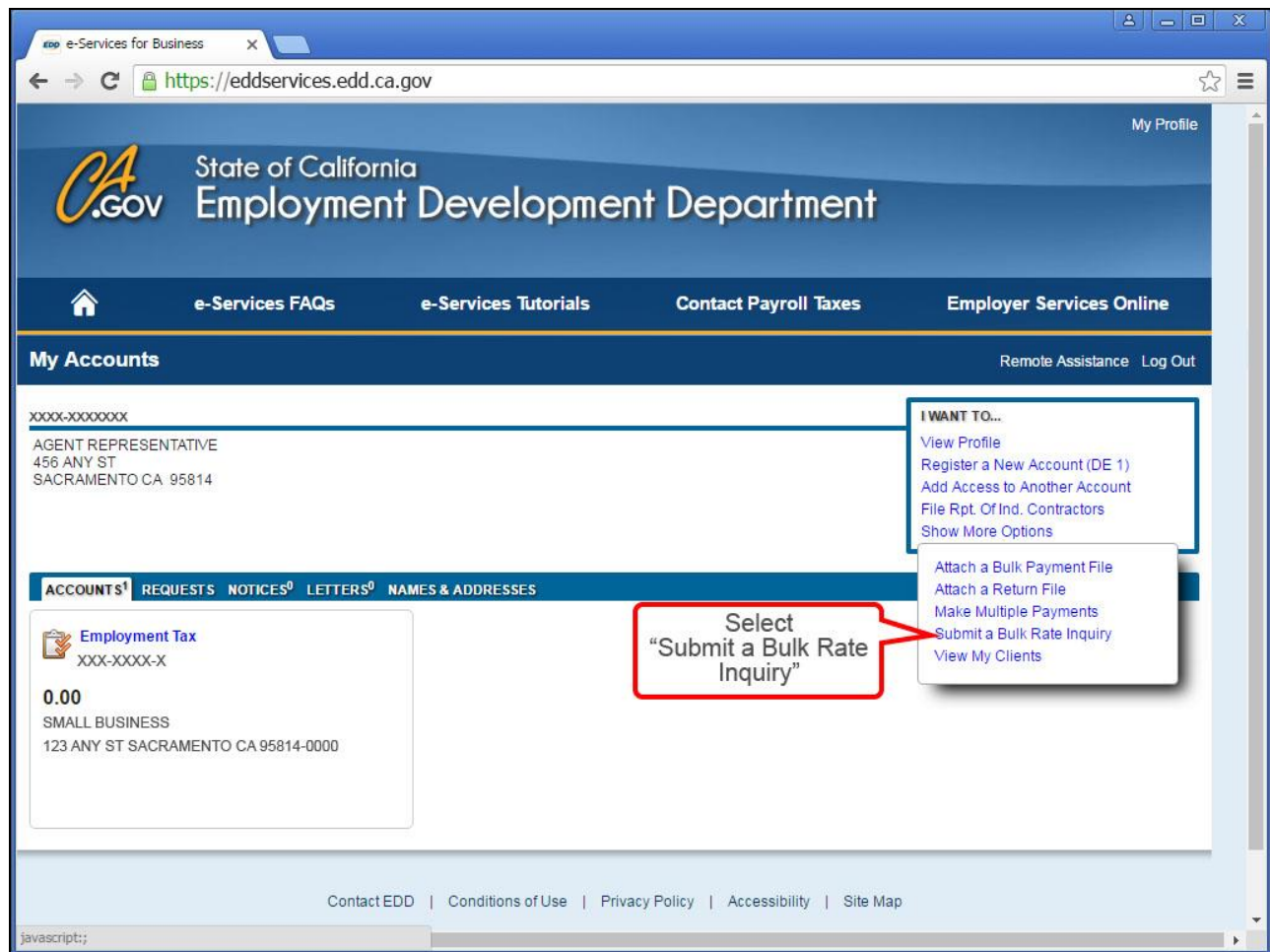
Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial is for employer representatives/payroll agents who want to submit bulk Unemployment Insurance (UI) Rate requests and file bulk returns. We will begin at the e-Services for Business home page.



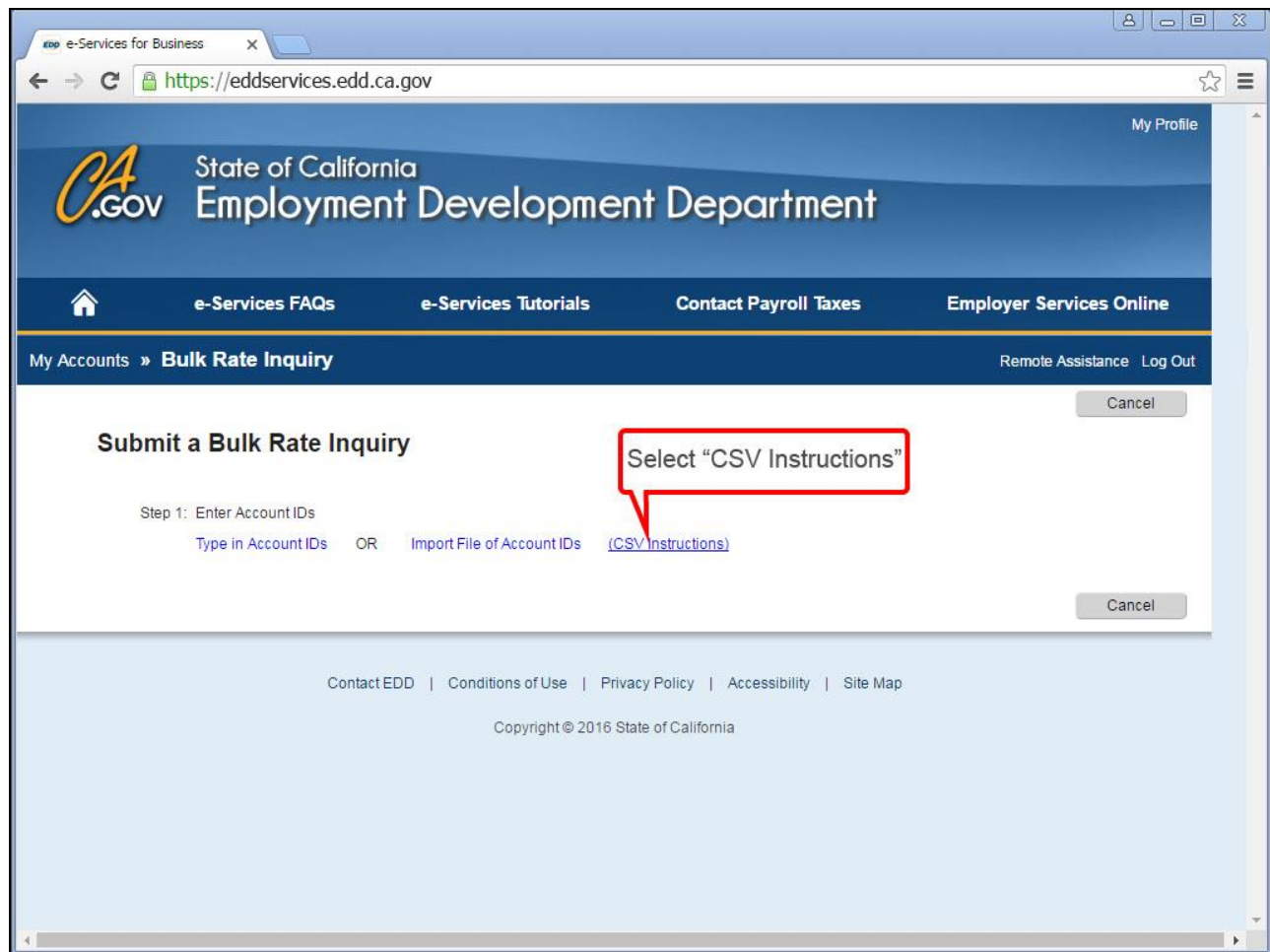
Slide notes

Let's start with submitting a Bulk Rate Inquiry. To begin, select the "Show More Options" hyperlink on the "I Want To..." menu.



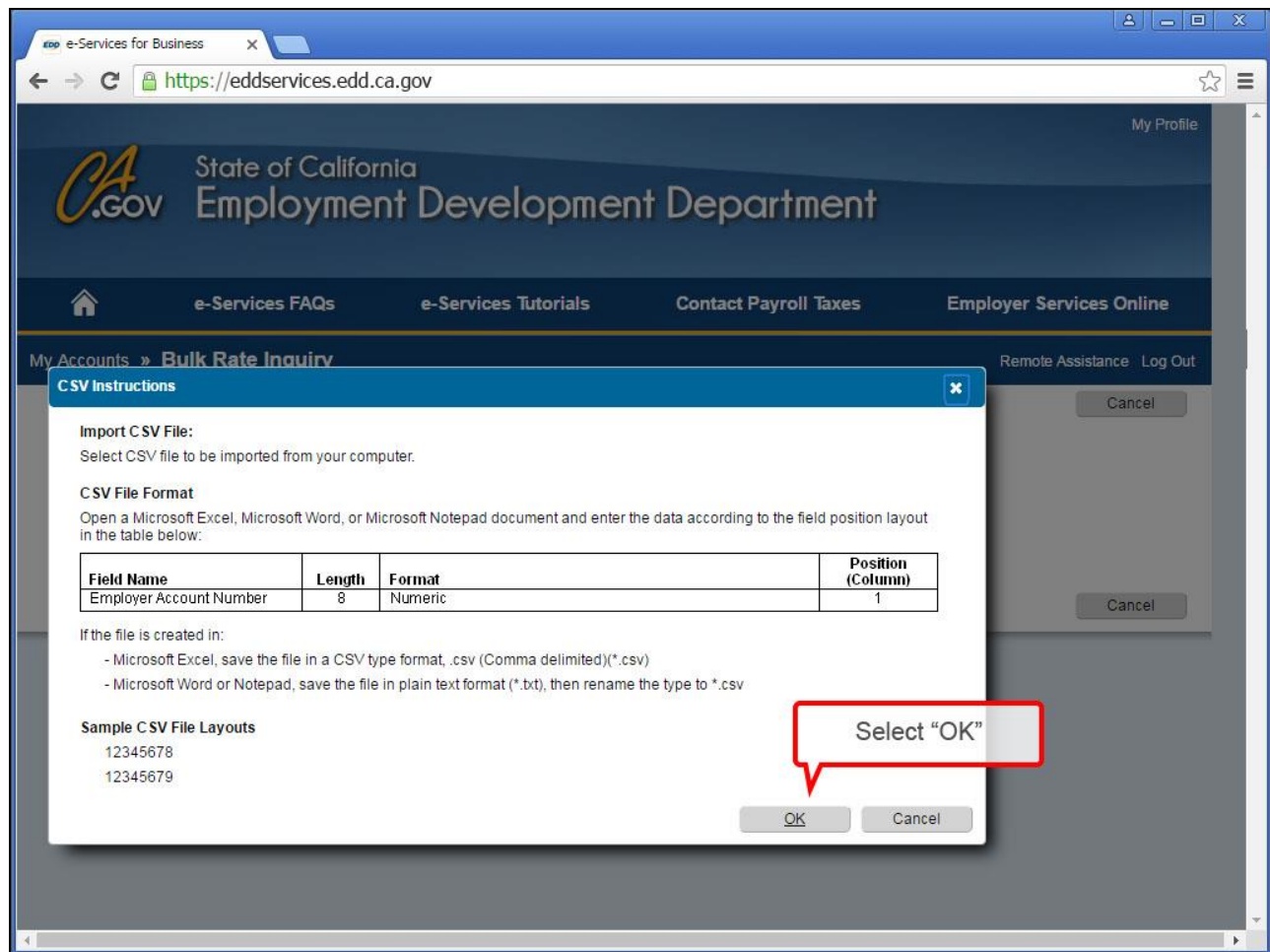
Slide notes

Now we are going to select "Submit a Bulk Rate Inquiry."



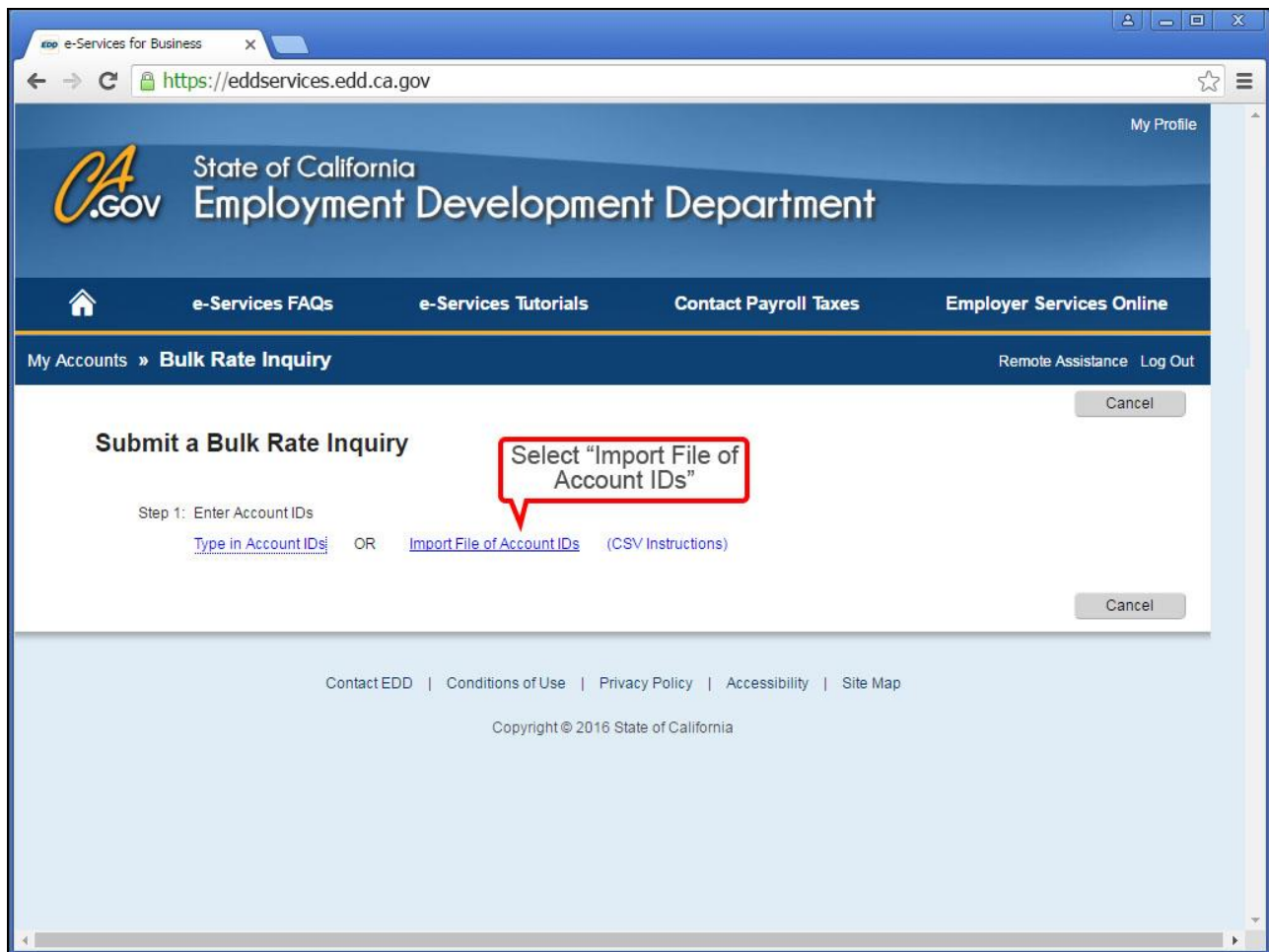
Slide notes

Select the "(CSV Instructions)" hyperlink.



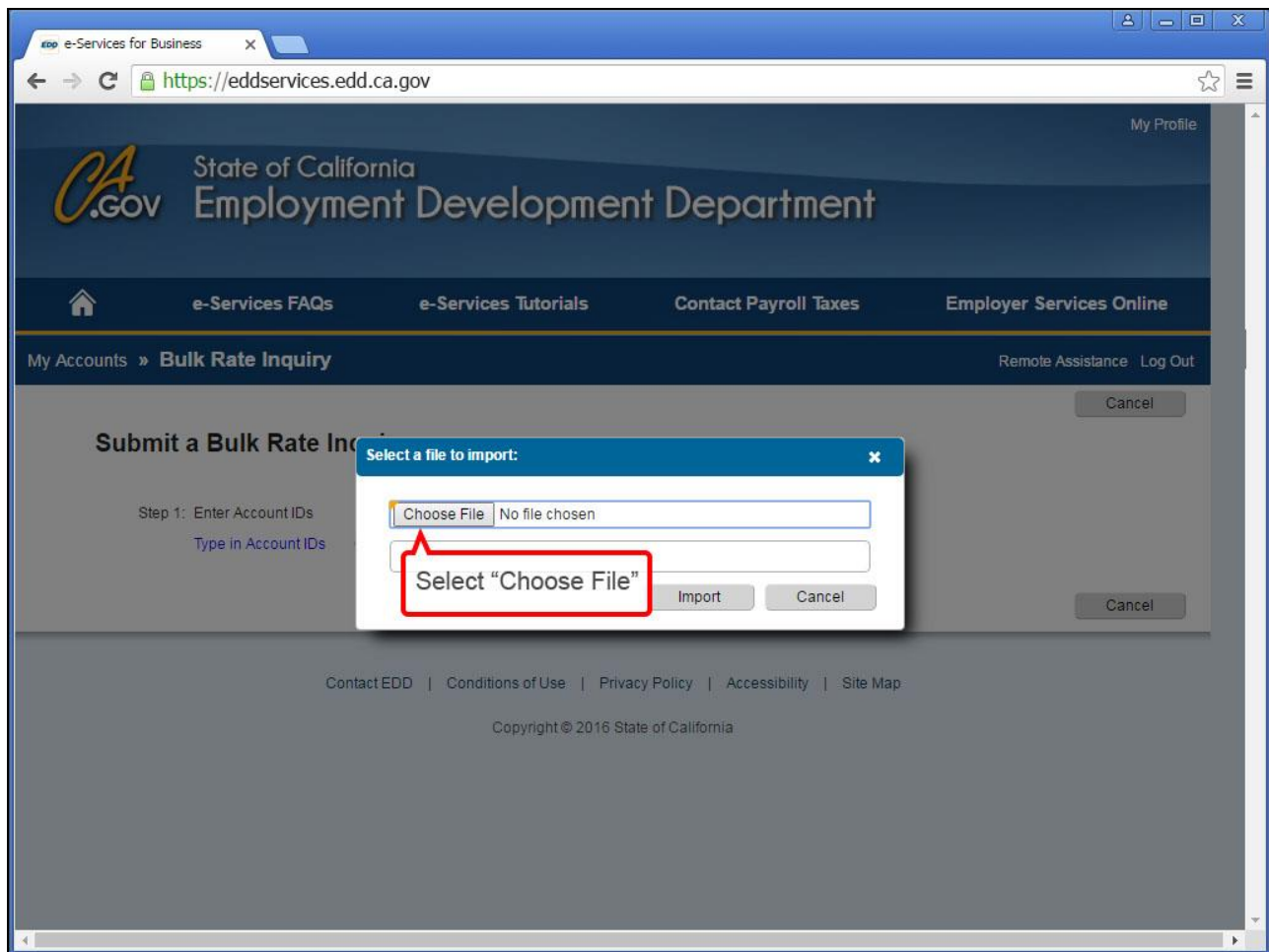
Slide notes

Here are the instructions provided to import a CSV file from your computer. When you are finished viewing, select "OK" to continue.



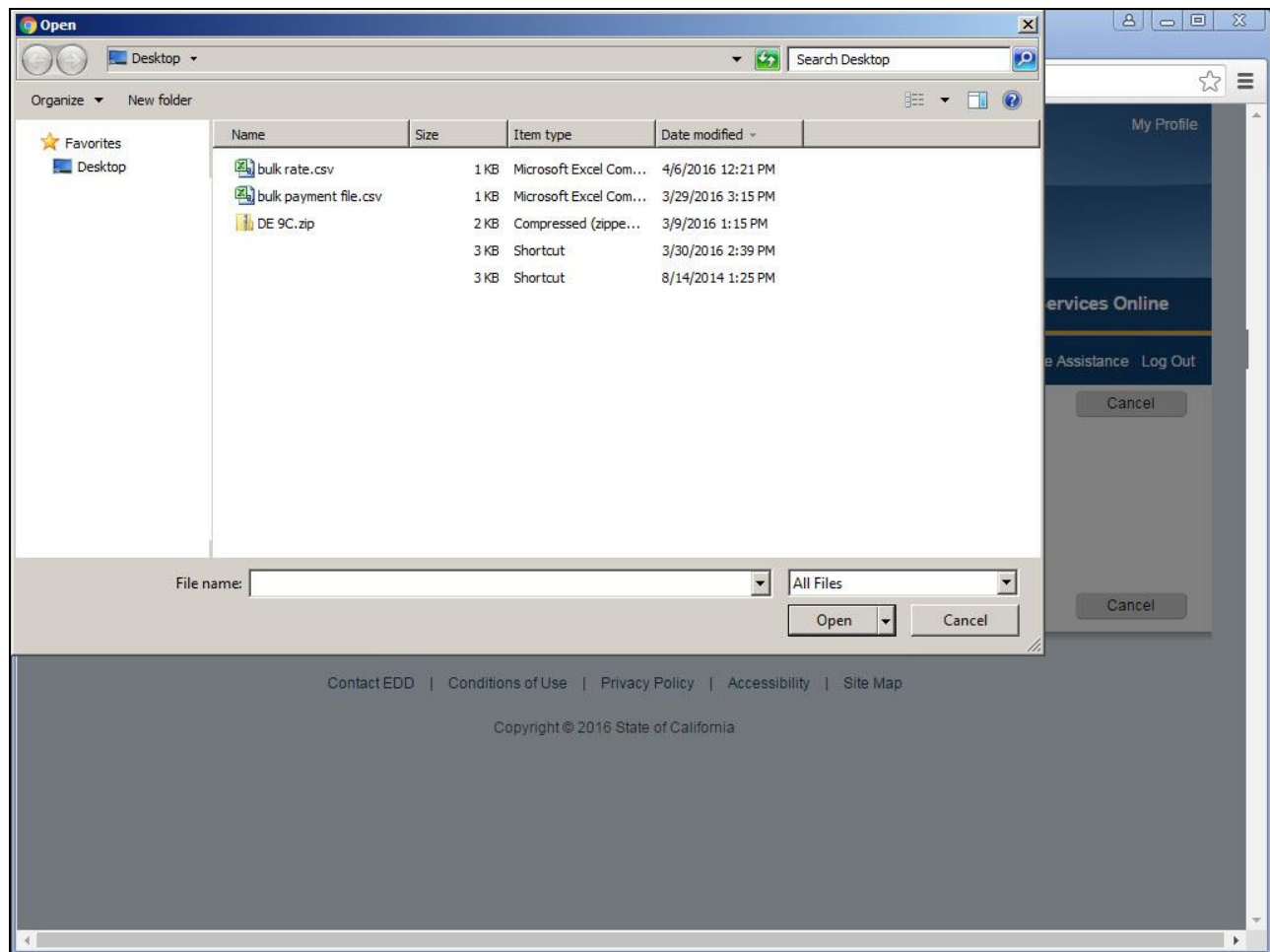
Slide notes

Step 1. Select "Import File of Account IDs."



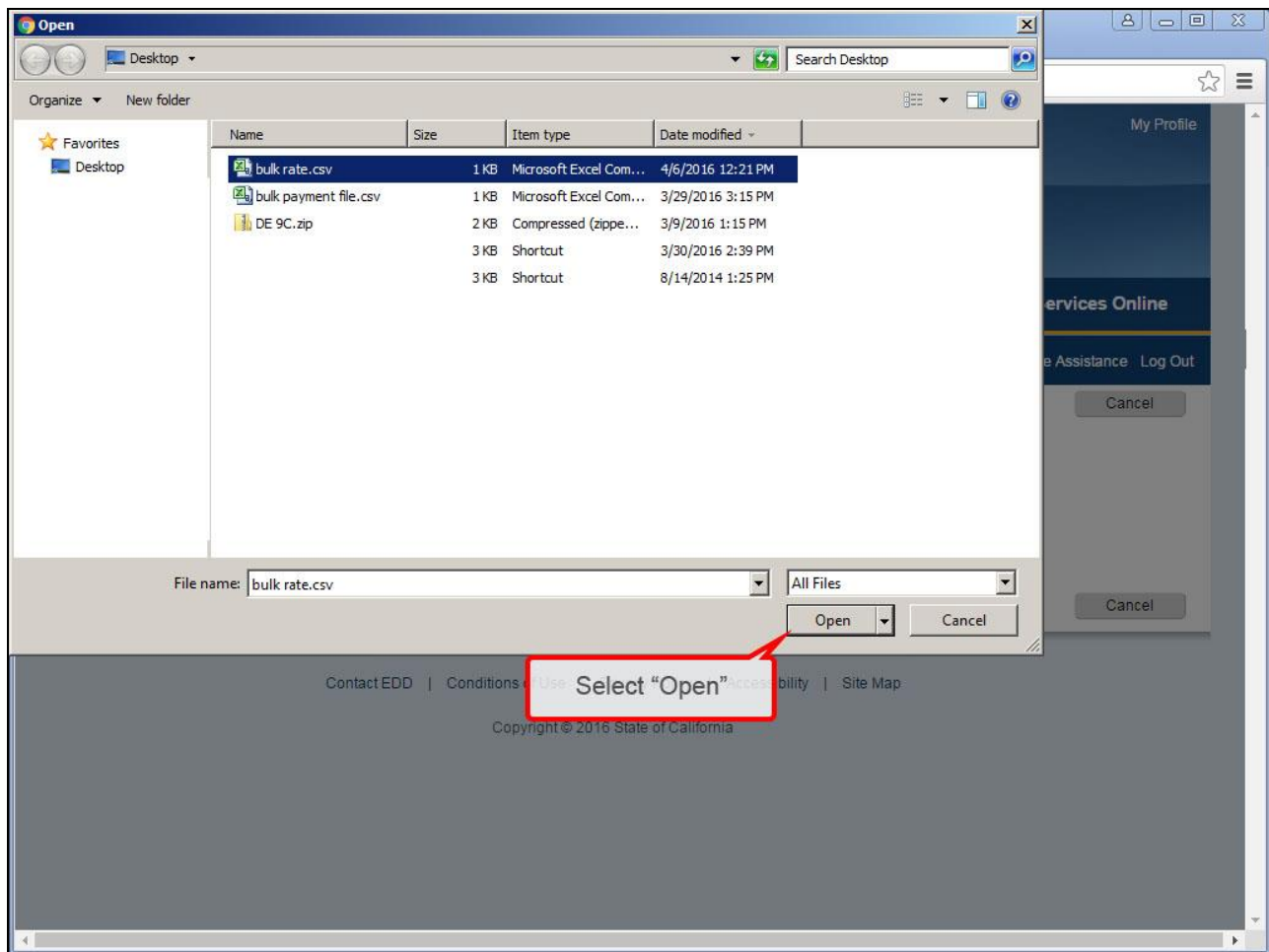
Slide notes

Select "Choose File" for the file you want to import.



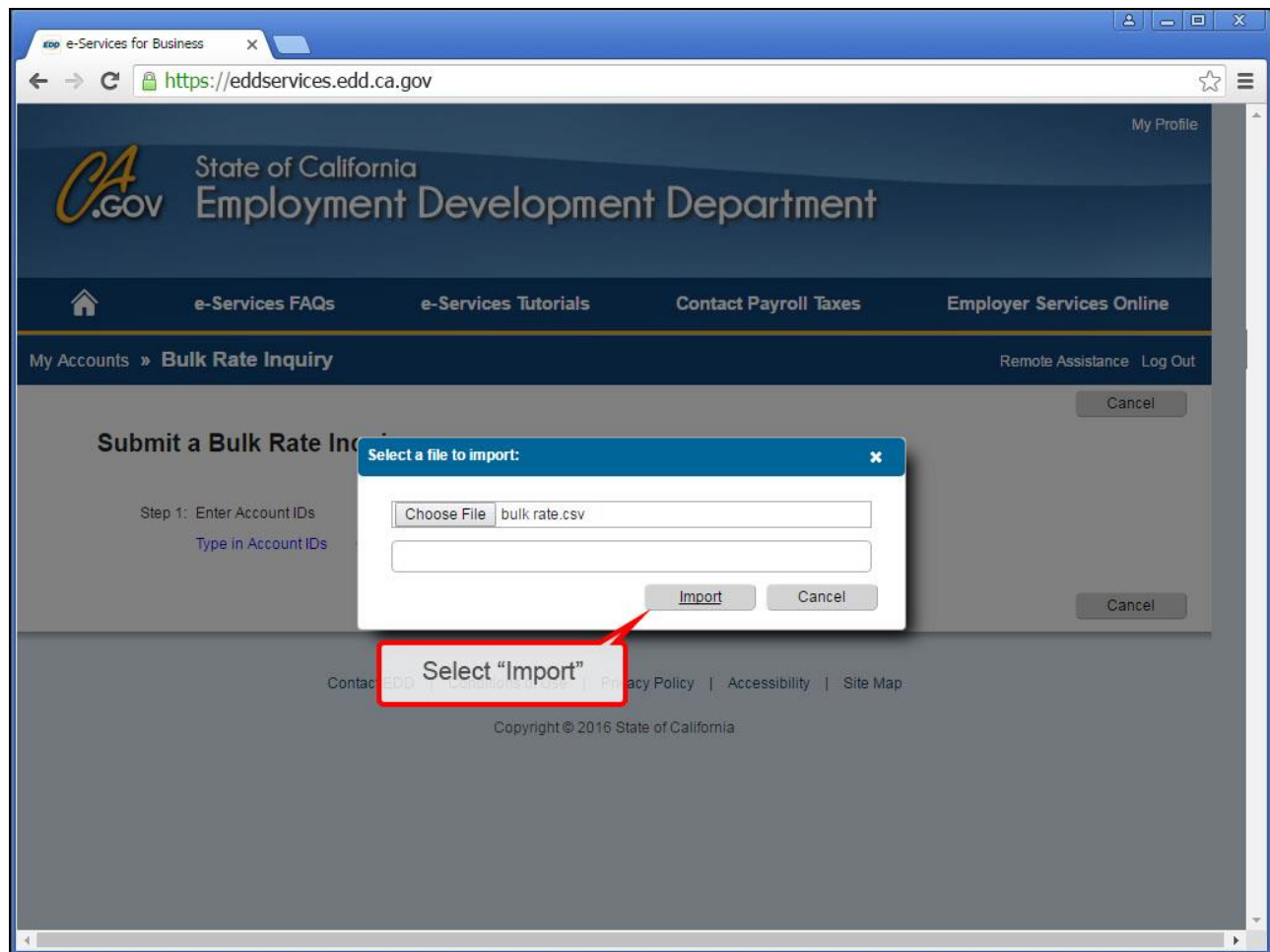
Slide notes

Choose the correct file to import.



Slide notes

Select "Open" to import the attachment.



Slide notes

Now you can see the file. Select "Import" to complete your inquiry.

State of California
Employment Development Department

My Accounts » Bulk Rate Inquiry

Submit a Bulk Rate Inquiry

Step 1: Enter Account IDs
Type in Account IDs OR Import File of Account IDs (CSV Instructions)
3 account(s) to process

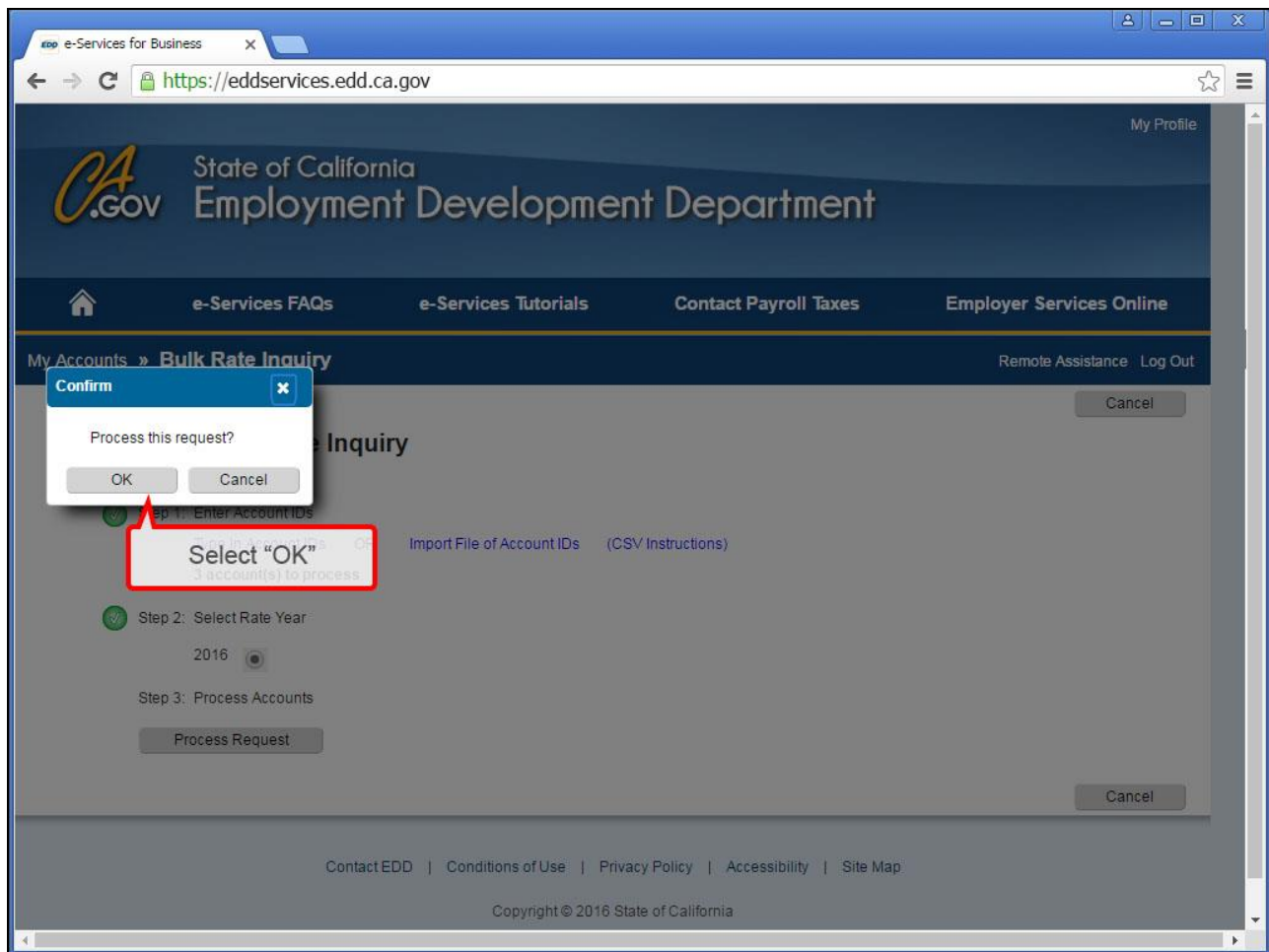
Step 2: Select Rate Year
2016

Step 3: Process Accounts
Process Request

Select "Process Request"

Slide notes

Step 2. For this example "2016" is already selected. If the EDD has Unemployment Insurance information for future years those options will be available to you. Step 3. Select "Process Request" to continue.



Slide notes

Select "OK" to process this request.

State of California
Employment Development Department

My Accounts » Bulk Rate Inquiry

Submit a Bulk Rate Inquiry

Employer Account Number	UI Rate %	ETT Rate %	Request Status	Year
XXX-XXXX-X	3.40	0.10		2016
XXX-XXXX-X	6.20	0.00		2016
XXX-XXXX-X	0.00	0.00	Invalid	

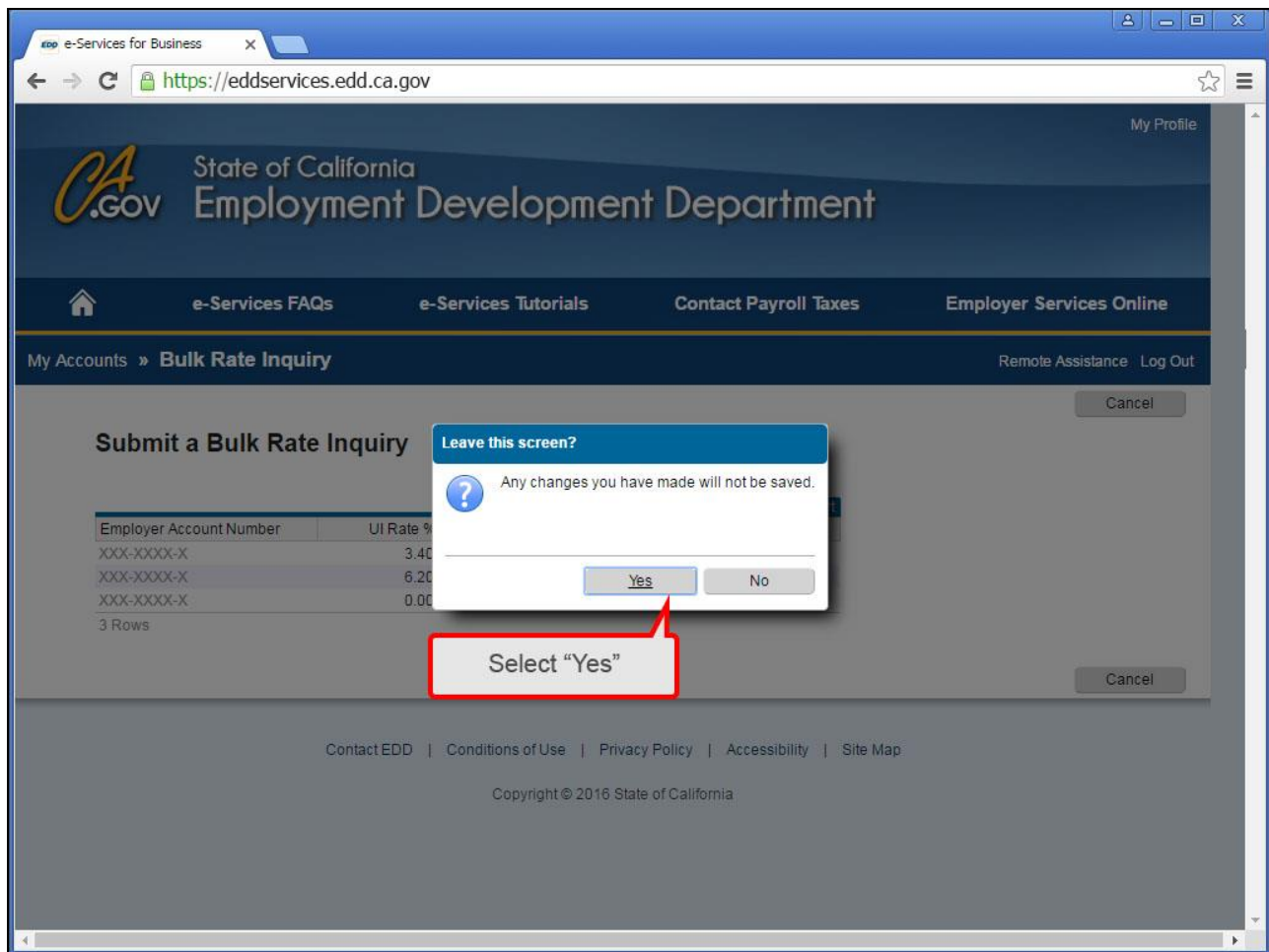
3 Rows

Select "Cancel"

Cancel

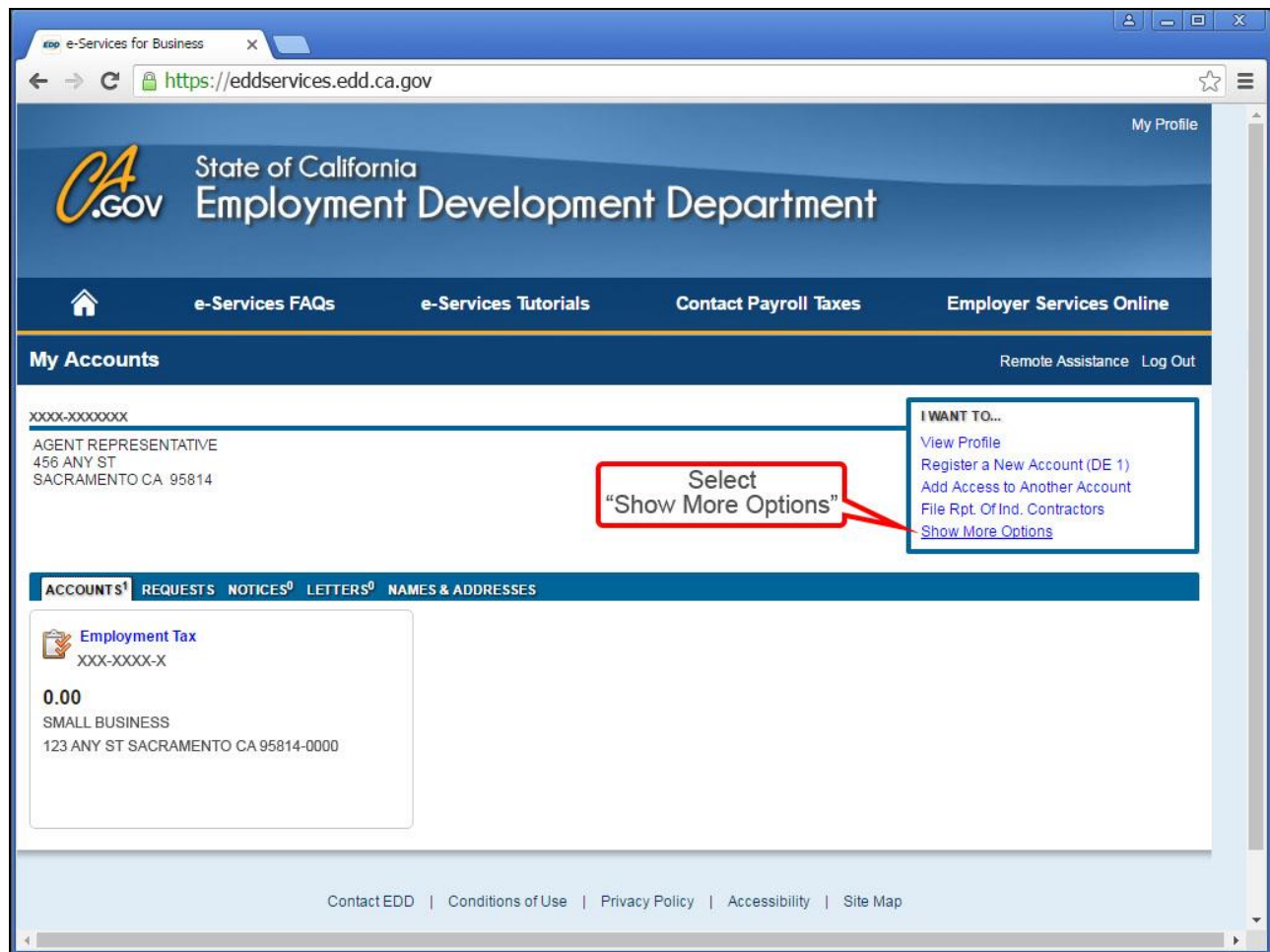
Slide notes

Here is the rate for these three account numbers. Select "Cancel" to continue.



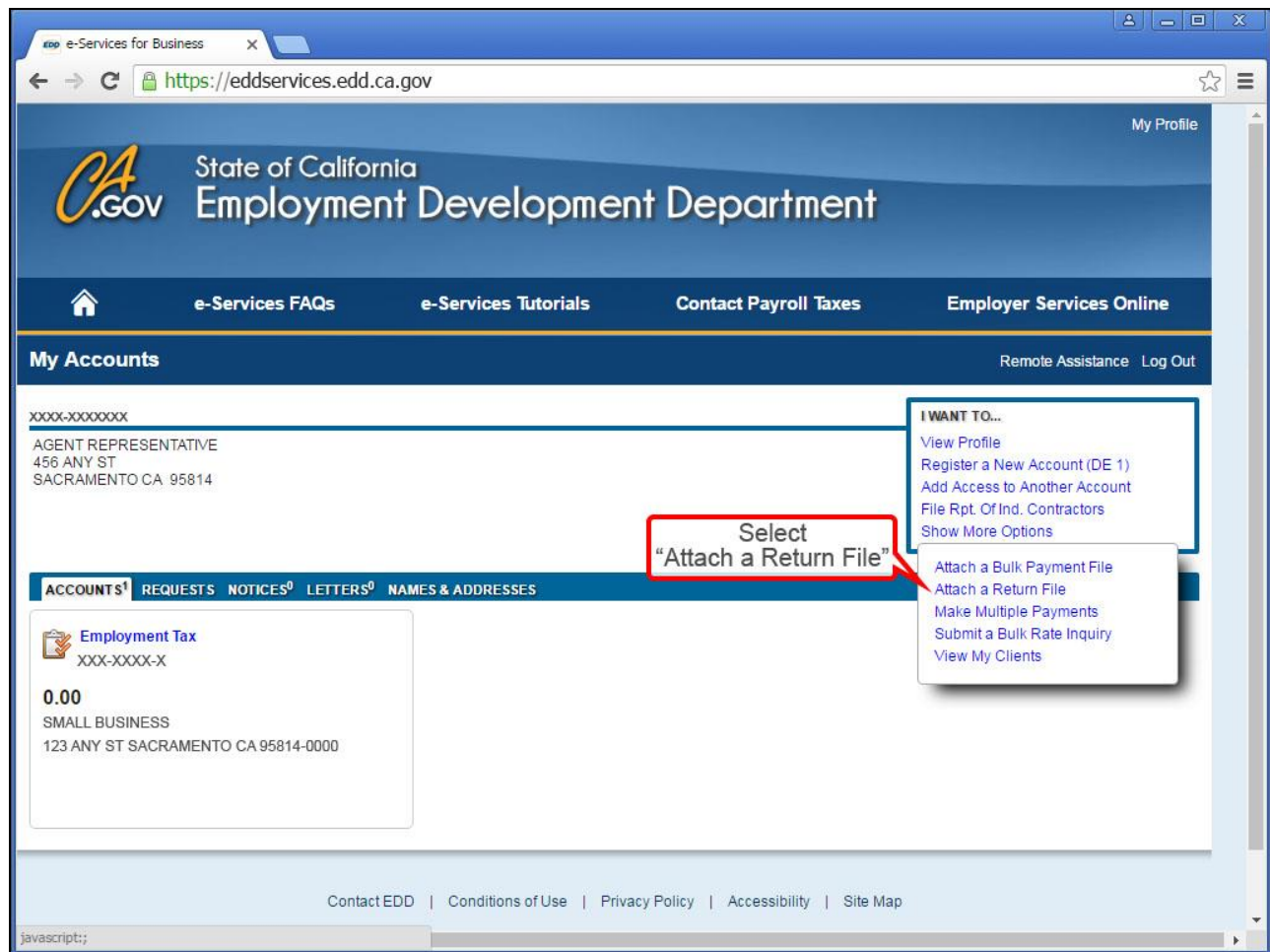
Slide notes

Select "Yes" to continue. This message only pertains to information on this screen. Any requests submitted earlier in your session will remain in submitted status.



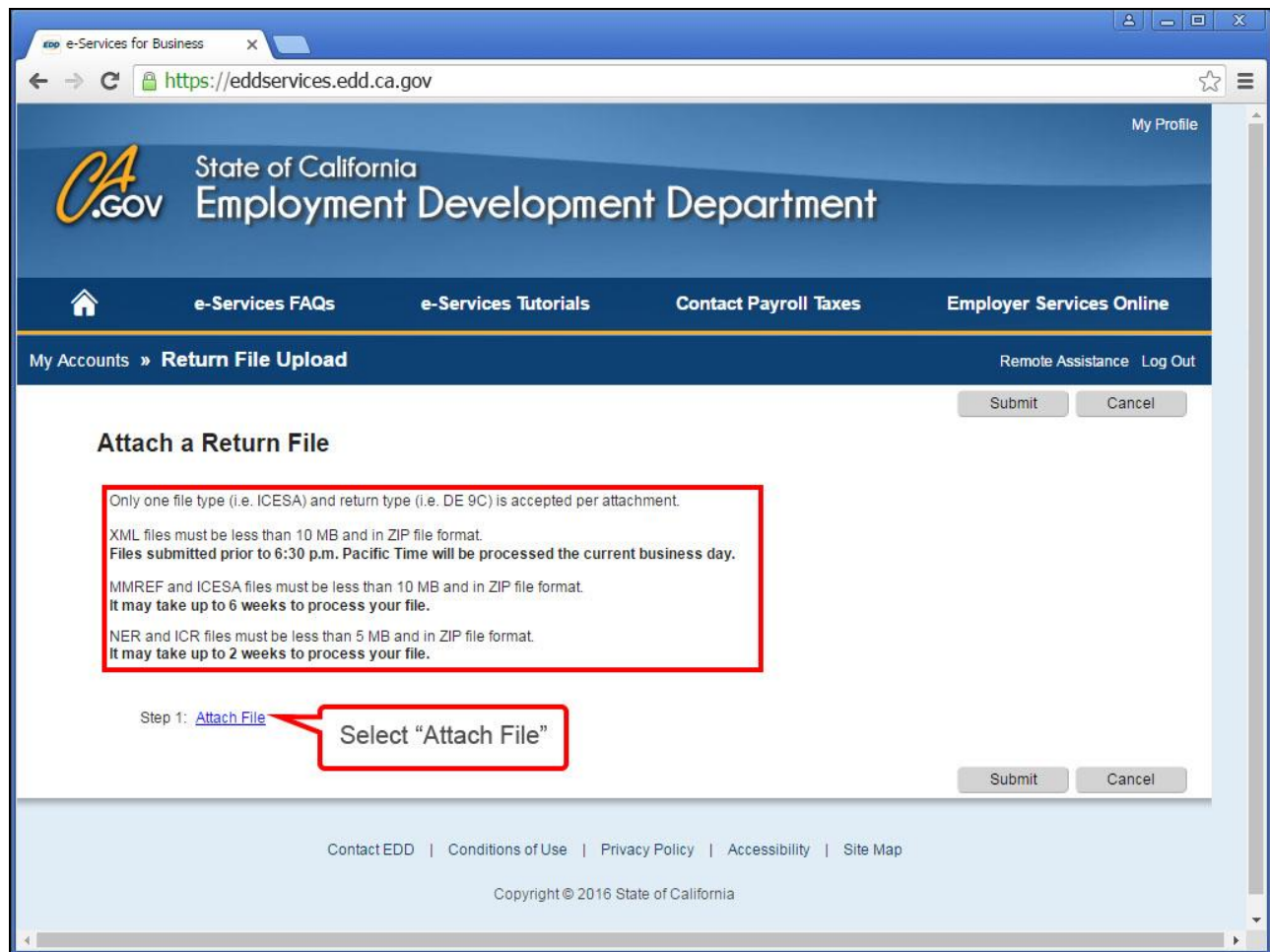
Slide notes

Now, let's attach a bulk return file. We will start at the Customer Level. Select the "Show More Options" hyperlink.



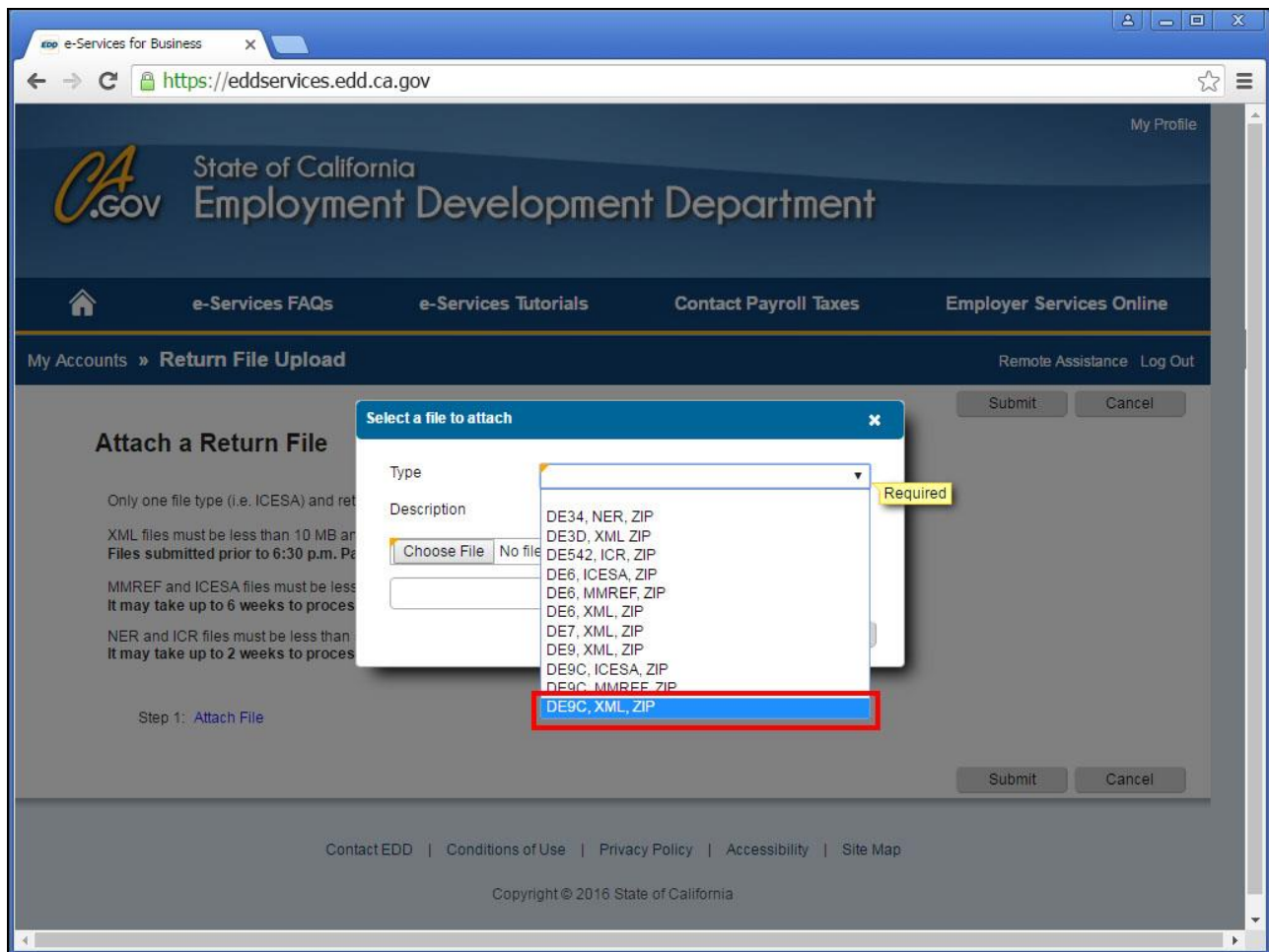
Slide notes

Then select the “Attach a Return File” hyperlink.



Slide notes

Please read these instructions for return file format and size limits. Then proceed to Step 1. Select "Attach File."



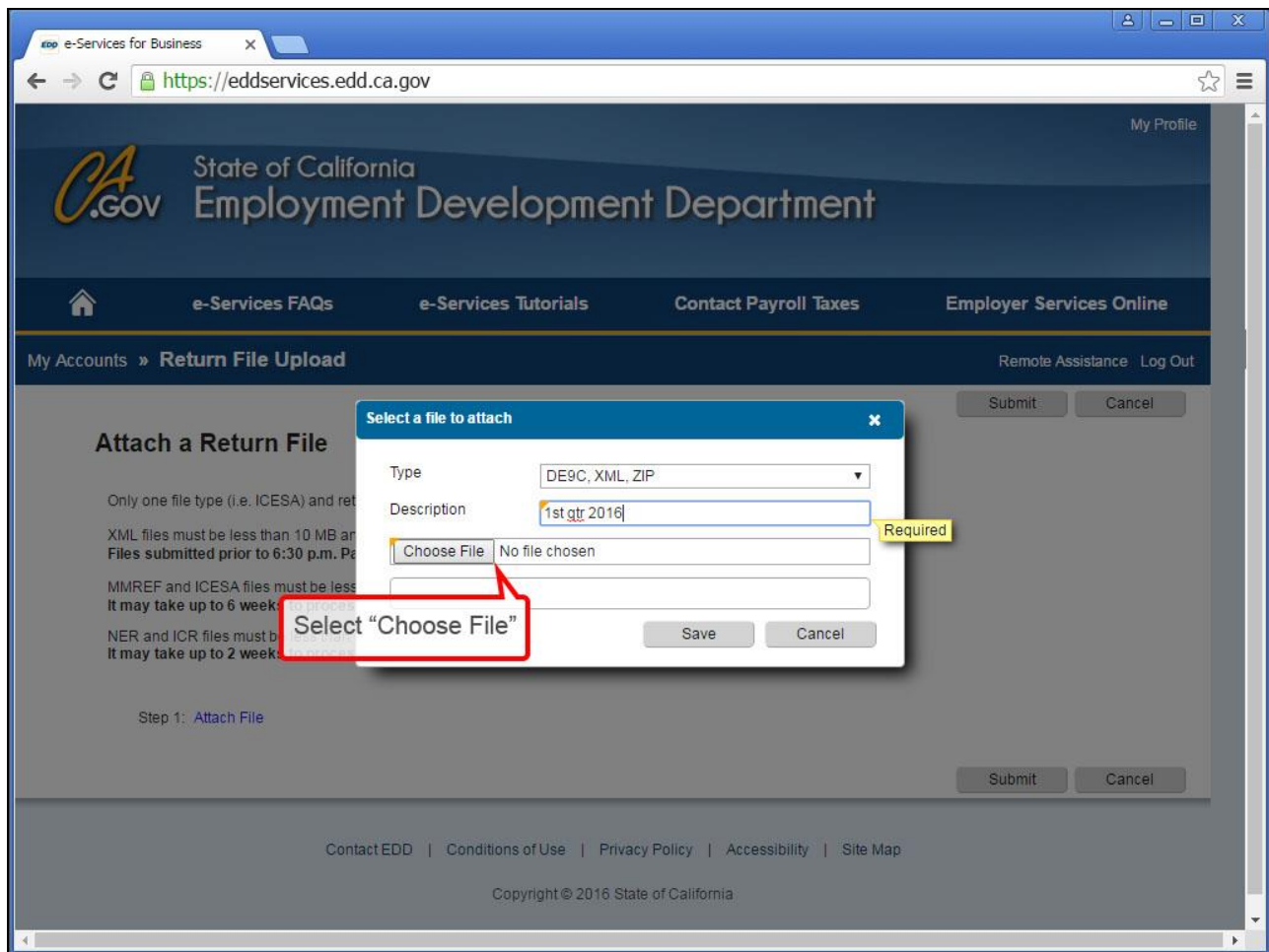
Slide notes

For this example we select the "DE9C, XML, ZIP" from the drop down menu.

The screenshot displays the EDD e-Services for Business interface. A modal window titled "Select a file to attach" is open, showing a "Type" dropdown menu set to "DE9C, XML, ZIP", a "Description" field with a "Required" label, and a "Choose File" button. The background page shows the "Return File Upload" section with instructions on file types and sizes. The footer includes links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", along with a copyright notice for 2016 State of California.

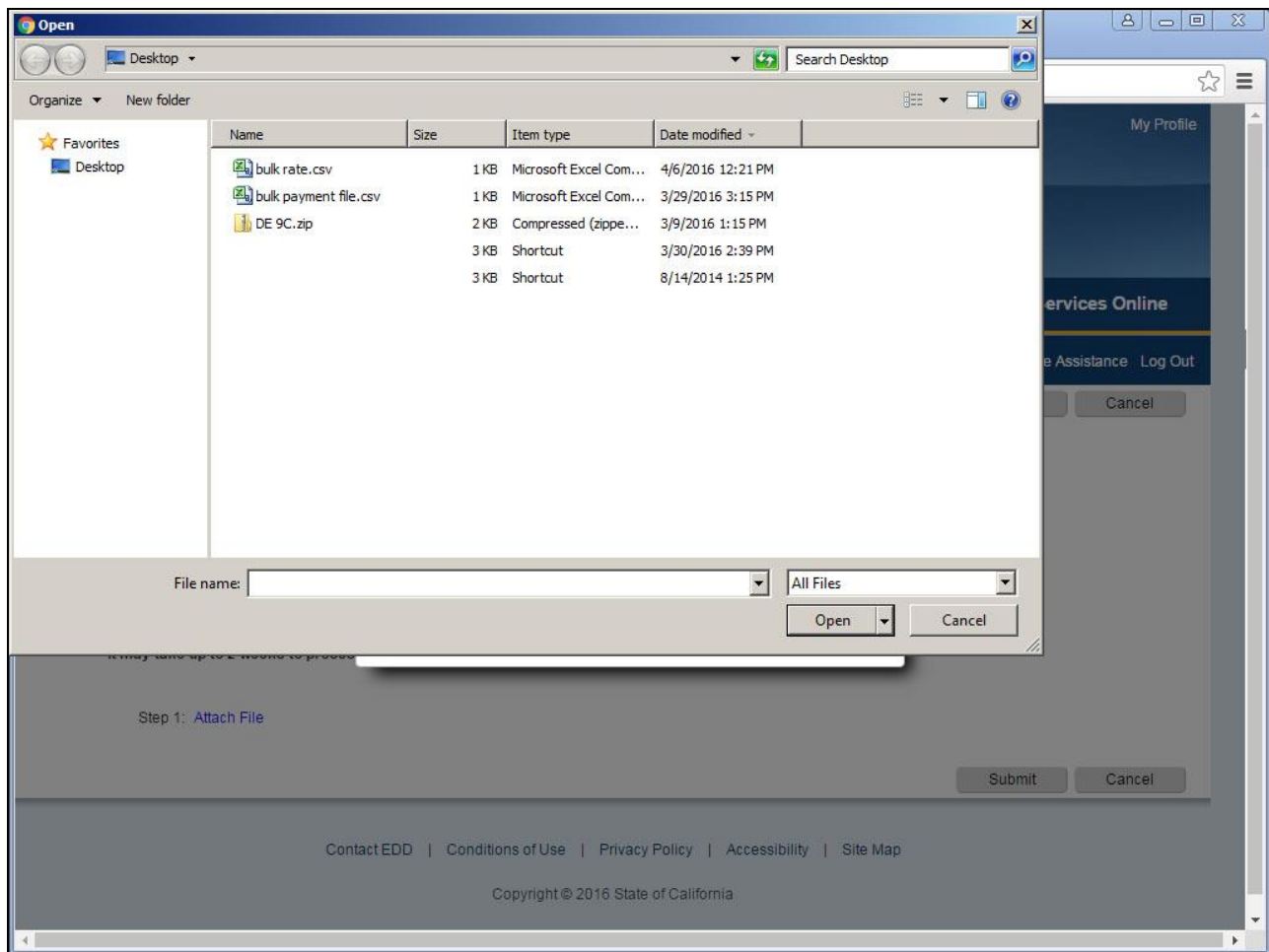
Slide notes

Enter a description of the file.



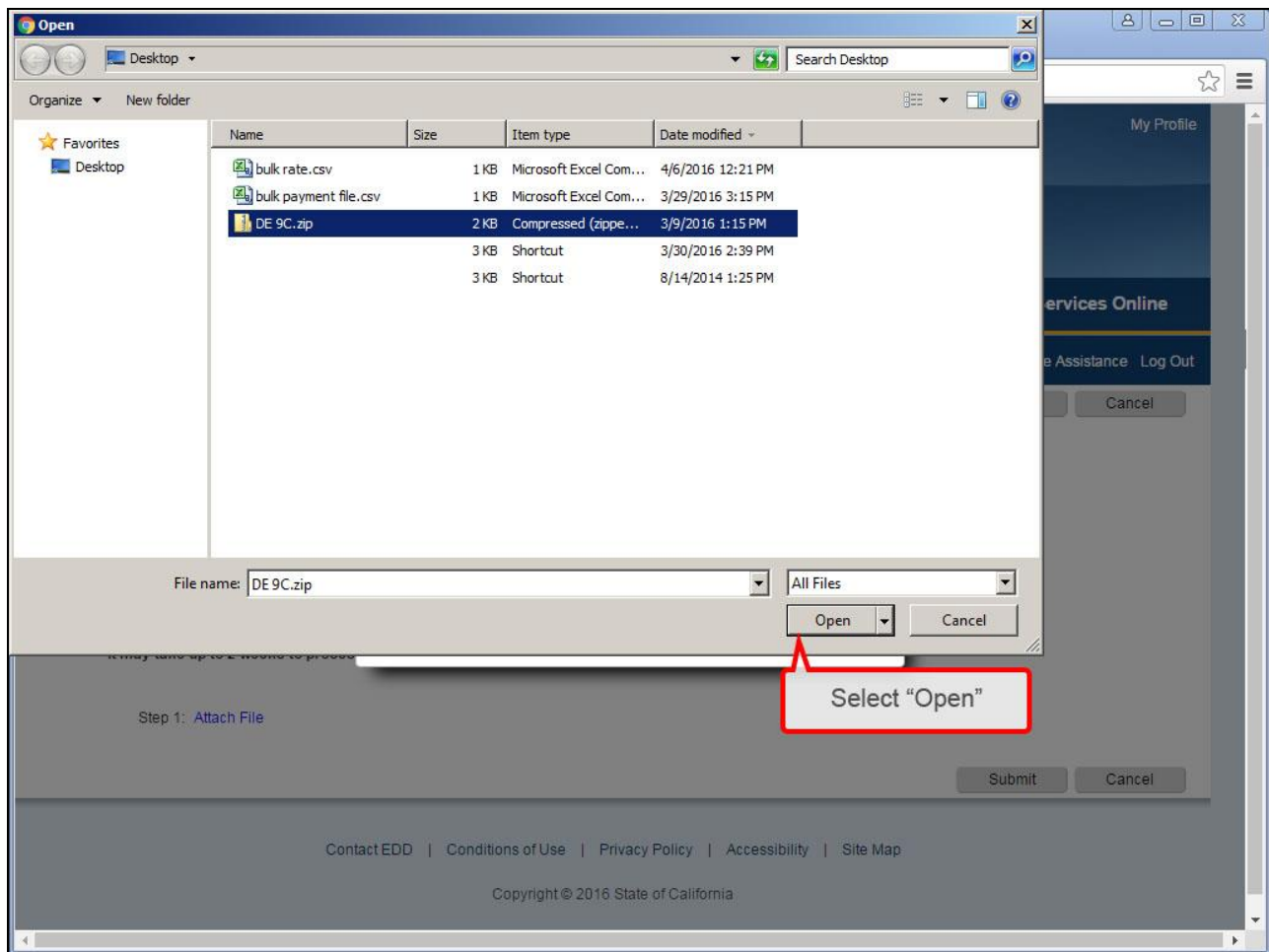
Slide notes

Select "Choose File" to choose a file to import.



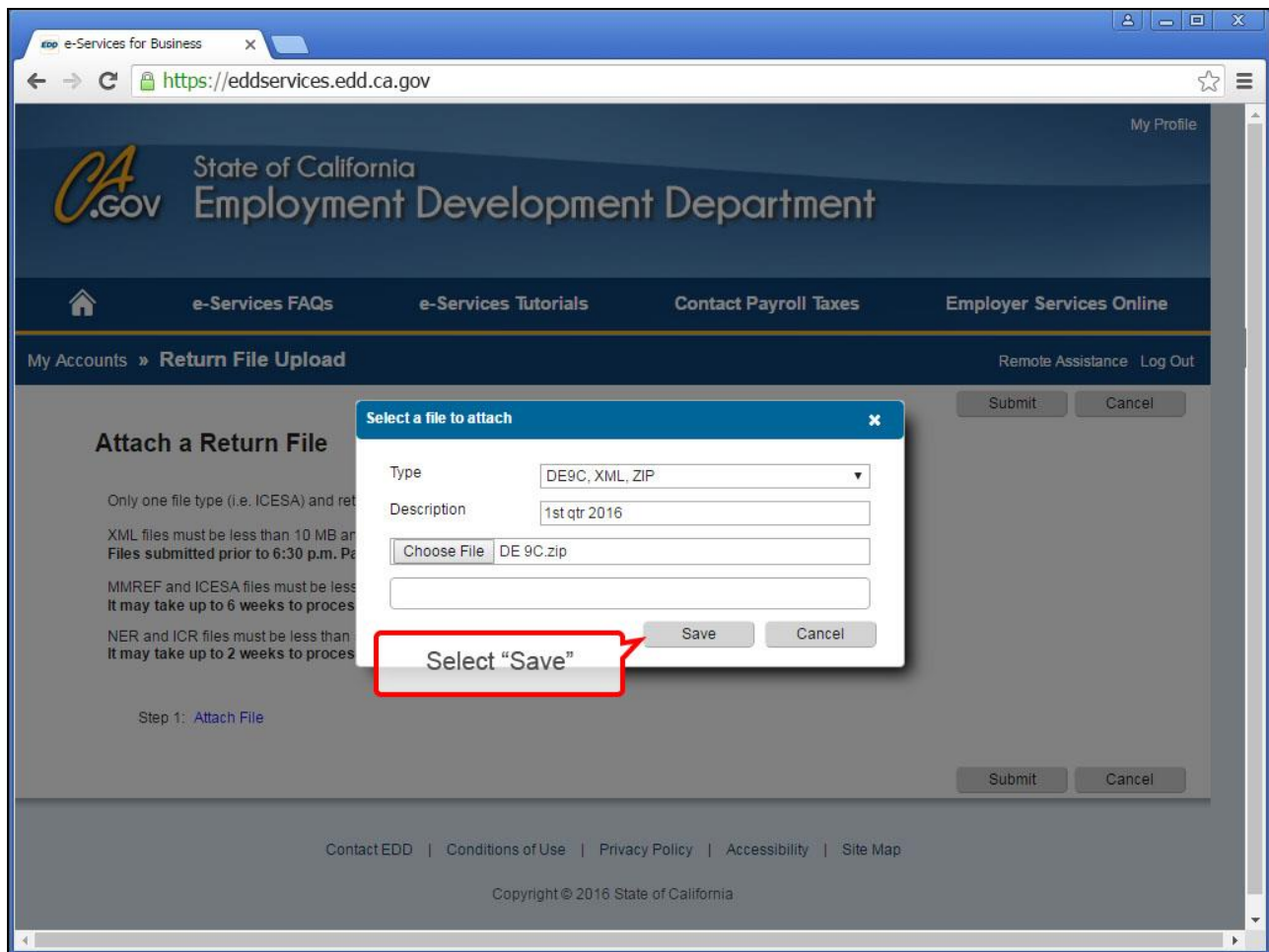
Slide notes

Select the correct file.



Slide notes

Then select "Open" to import the attachment.



Slide notes

Now you can see the attachment that has been imported. Select "Save."

State of California
Employment Development Department

My Profile

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Return File Upload Remote Assistance Log Out

Submit Cancel

Attach a Return File

Only one file type (i.e. ICESA) and return type (i.e. DE 9C) is accepted per attachment.

XML files must be less than 10 MB and in ZIP file format.
Files submitted prior to 6:30 p.m. Pacific Time will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.

NER and ICR files must be less than 5 MB and in ZIP file format.
It may take up to 2 weeks to process your file.

Step 1: [Attach File](#)

Attachment Type
DE9C XML

Step 2: [File Information](#)

Select "File Information"

ATTACHMENTS

Type	Filename	Size	Description	
DE9C, XML, ZIP	DE 9C.zip	1	1st qtr 2016	Remove

Slide notes

Step 2. Select "File Information."

e-Services for Business

https://eddservices.edd.ca.gov

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Return File Upload Remote Assistance Log Out

File Information

Submitting Firm Information

Submitting Firm Name

Address Required

City State ZIP Code

File Information

Reporting Period Number of Firms on File Number of Employees on File

Required Required 0

Contact Person for Technical Information Regarding File

First Name Last Name

Required Required

Address Required

City State ZIP Code

Required Required Required

Telephone Number Extension

Required

E-mail Address

Required

OK Cancel

Submit Cancel

Size	Description	
1	1st qtr 2016	Remove

Submit Cancel

ContactEDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

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Slide notes

Complete with your firm (business) information.

e-Services for Business

https://eddservices.edd.ca.gov

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Return File Upload Remote Assistance Log Out

File Information

Submitting Firm Information

Submitting Firm Name
ABC BOOKEEPING

Address
456 ANY ST

City State ZIP Code
SACRAMENTO CALIFORNIA 95814

File Information

Reporting Period Number of Firms on File Number of Employees on File
31-Mar-2016 1 0

Contact Person for Technical Information Regarding File

First Name Last Name
AGENT REPRESENTATIVE

Address
456 ANY ST

City State ZIP Code
SACRAMENTO CALIFORNIA 95814

Telephone Number Extension
(916) 555-1212

E-mail Address
AREP@XXXX.COM

Required
OK Cancel

Select "OK"

Submit Cancel

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Slide notes

When completed select "OK."

e-Services for Business

https://eddservices.edd.ca.gov

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Return File Upload Remote Assistance Log Out

Submit Cancel

Attach a Return File

Only one file type (i.e. ICESA) and return type (i.e. DE 9C) is accepted per attachment.

XML files must be less than 10 MB and in ZIP file format.
Files submitted prior to 6:30 p.m. Pacific Time will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.

NER and ICR files must be less than 5 MB and in ZIP file format.
It may take up to 2 weeks to process your file.

Step 1: [Attach File](#)

Attachment Type
DE9C XML

Step 2: [File Information](#)

Business Name
ABC BOOKEEPING

Number of Firms
1

Number of Employees on File
0

Reporting Period
3/31/2016

Contact Full Name
AGENT REPRESENTATIVE

Step 3: [Declaration](#)

Select "Declaration"

ATTACHMENTS				Add
Type	Filename	Size	Description	

Slide notes

Step 3. Sselect "Declaration."

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page title is "e-Services for Business". The navigation bar includes links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area is titled "My Accounts » Return File Upload" and includes "Remote Assistance" and "Log Out" links. A "Submit" button and a "Cancel" button are visible. The main heading is "Attach a Return File". Below this, there is a note: "Only one file type (i.e. ICESA) and return type (i.e. DE 9C) is accepted per attachment. XML files must be less than 10 MB and in ZIP file format. Files submitted prior to 8:30 a.m. Pacific Time will be processed the current business day." A modal form titled "Declaration" is open, containing the following fields: "First Name" (AGENT), "Last Name" (REPRESENTATIVE), "Title" (OWNER), "Telephone Number" ((916) 555-1212), and "E-mail Address" (AREP@XXXX.COM). A yellow "Required" label is next to the E-mail Address field. A red box highlights the "OK" button with the text "Select 'OK'". Below the modal, the form continues with "ABC BOOKEEPING", "Number of Firms" (1), "Number of Employees on File" (0), "Reporting Period" (3/31/2016), and "Contact Full Name" (AGENT REPRESENTATIVE). The bottom section is titled "ATTACHMENTS" and has a table with columns "Type", "Filename", "Size", and "Description". An "Add" button is in the top right of the attachments section.

Step 3: [Declaration](#)

Type	Filename	Size	Description
------	----------	------	-------------

Slide notes

The declaration page is very important. This is where you declare that the information herein is true and correct to the best of your knowledge. When the information is completed, select "OK" to continue.

e-Services for Business

https://eddservices.edd.ca.gov

XML files must be less than 10 MB and in ZIP file format.
Files submitted prior to 6:30 p.m. Pacific Time will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.

NER and ICR files must be less than 5 MB and in ZIP file format.
It may take up to 2 weeks to process your file.

Step 1: [Attach File](#)

Attachment Type
DE9C XML

Step 2: [File Information](#)

Business Name
ABC BOOKKEEPING

Number of Firms
1

Number of Employees on File
0

Reporting Period
3/31/2016

Contact Full Name
AGENT REPRESENTATIVE

Step 3: [Declaration](#)

Declaration Full Name
AGENT REPRESENTATIVE

ATTACHMENTS

Type	Filename	Size	Description	
DE9C, XML, ZIP	DE 9C.zip	1	1st qtr 2016	Remove

[Add](#)

[Submit](#) [Cancel](#)

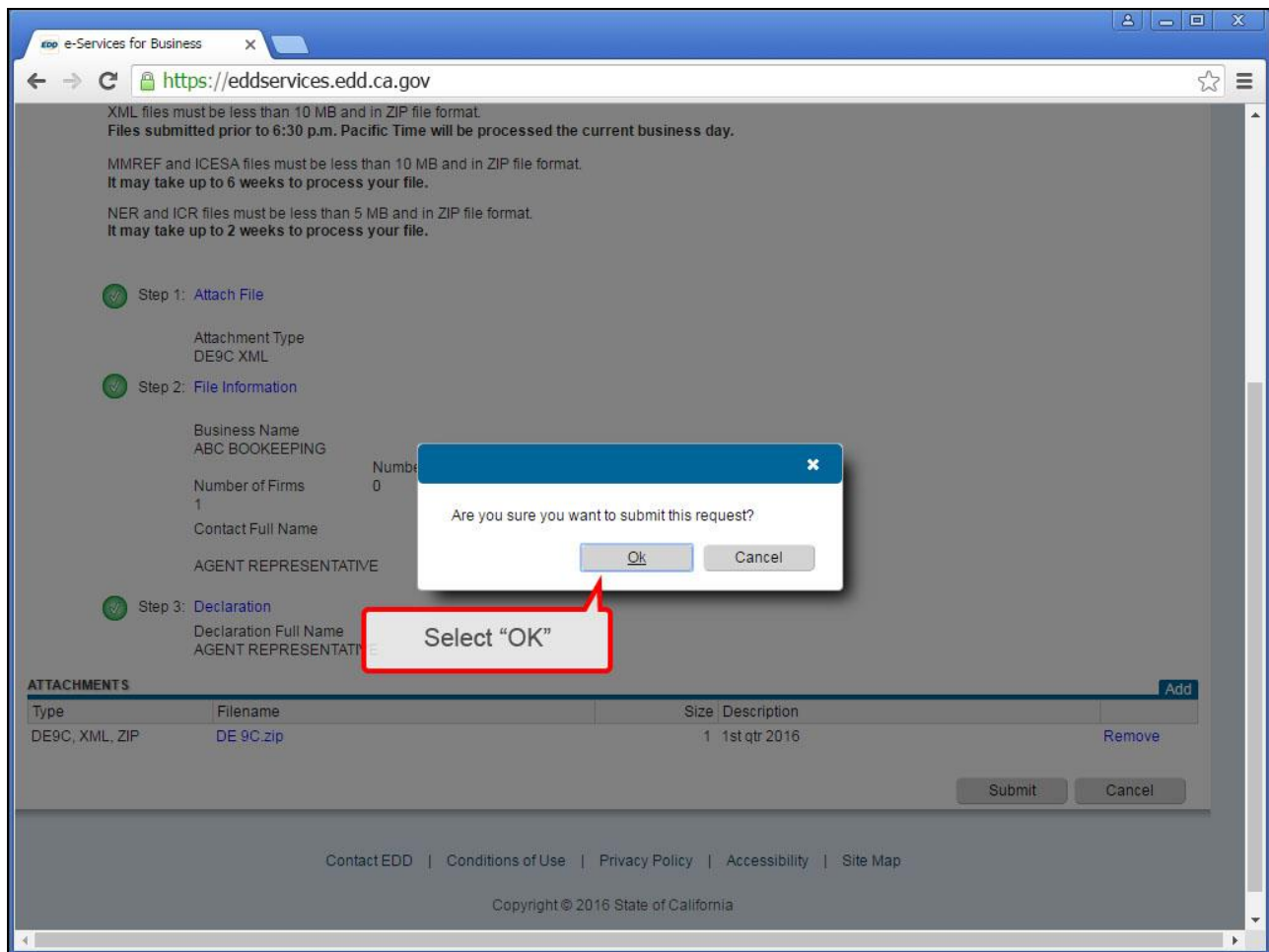
[Contact EDD](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Accessibility](#) | [Site Map](#)

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Select "Submit"

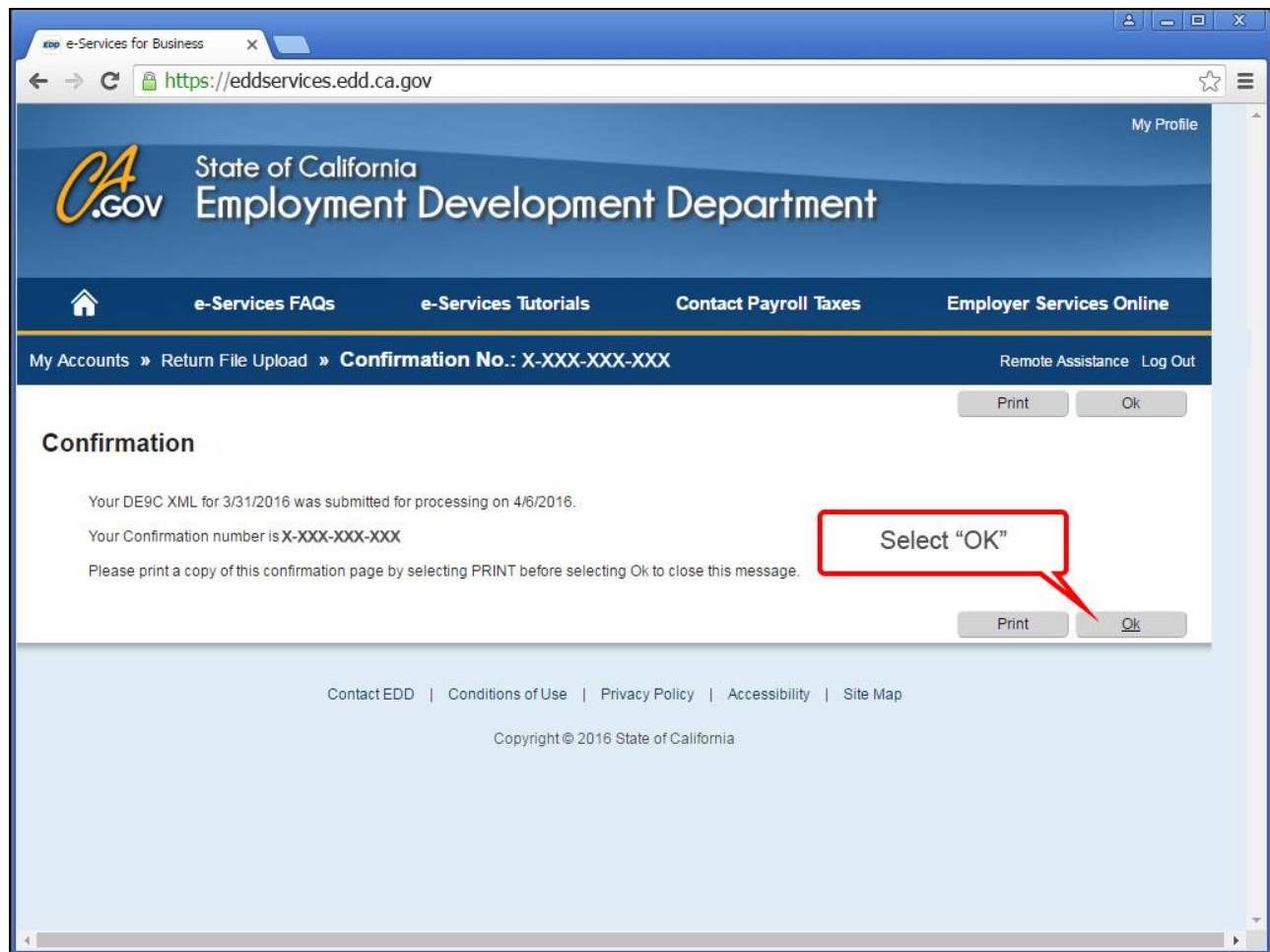
Slide notes

Select "Submit" and send this return file.



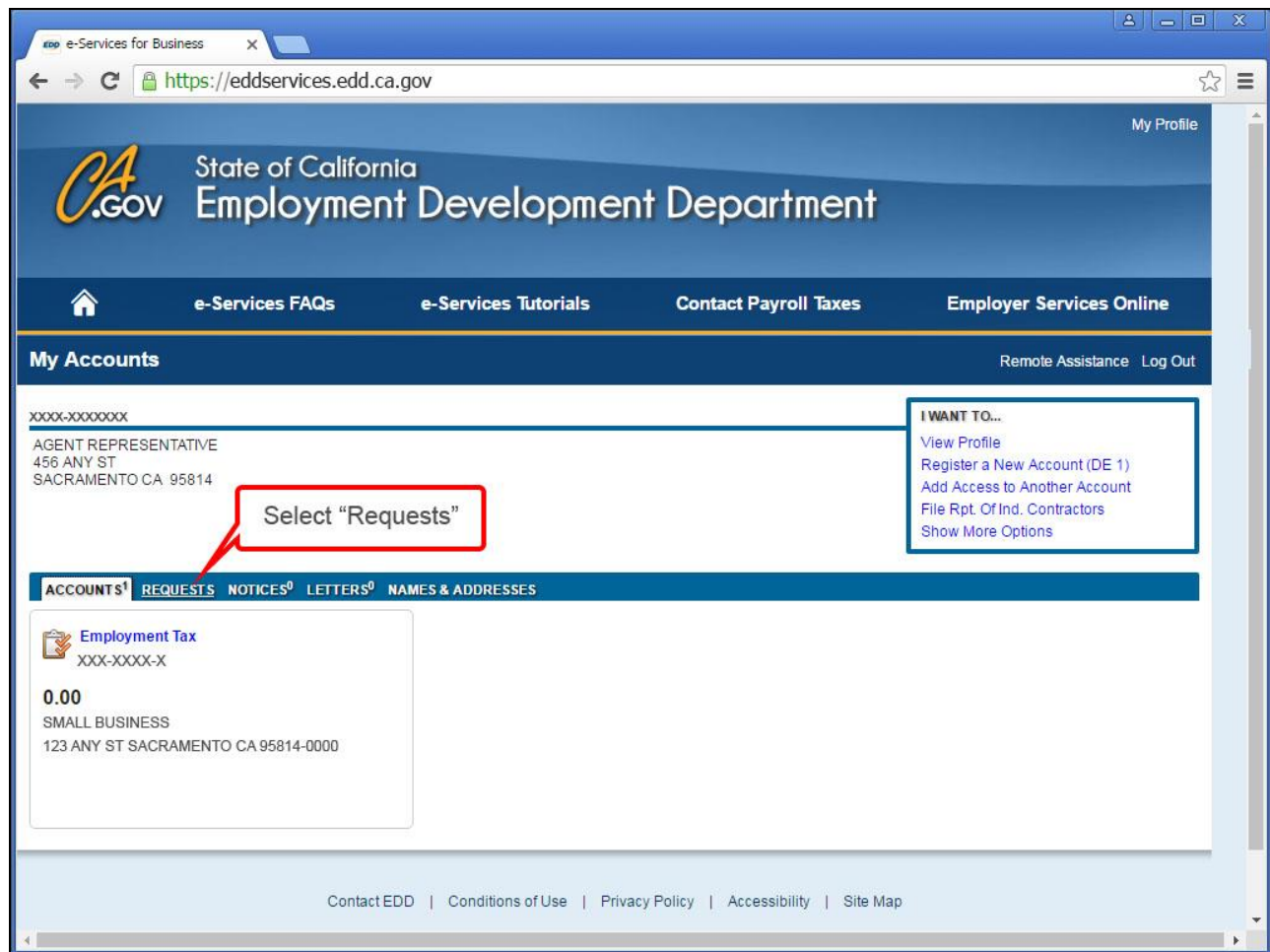
Slide notes

Are you sure you want to submit this request? Select "OK."



Slide notes

Here is the confirmation page. Your DE9C XML was submitted for processing. Select "OK" to continue.



Slide notes

Select the "Requests" tab to find out the status of your return file.



Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to submit a bulk rate inquiry and bulk return filing on e-Services for Business. Be sure to view our other tutorials demonstrating how to add a payment source, file a bulk payment, and the many other actions available in e-Services for Business. Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.